



CITY OF WILLIAMSBURG
MEMORANDUM

TO: Planning Commission

DATE: December 9, 2003

SUBJECT: Comprehensive Plan Update

Work will start in January on the update of the City's 1998 Comprehensive Plan. At the December 17 meeting I will provide a brief review of the major parcels of land available for development or redevelopment in the City, which will be part of the focus of the Plan update.

There are several issues for the Commission to address in January to March, 2004:

- ◆ Develop an outline of the citizen participation process
- ◆ Review progress made on recommendations from the 1998 Comprehensive Plan
- ◆ Review major parcels of land available for development or redevelopment
- ◆ Review history of Comprehensive Planning in Williamsburg – major differences and similarities between the plans of 1953, 1968, 1981, 1989, and 1998
- ◆ Have a joint meeting with City Council to discuss Comprehensive Plan issues
- ◆ Conduct a public information meeting to review past Comprehensive Plans for the City, discuss the status of the recommendations of the 1998 Plan, discuss the major planning issues seen by the Commission, and receive public comments on planning issues

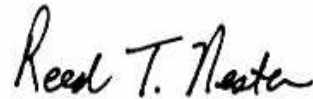
To begin the process I suggest the following:

1. Schedule of Work Sessions. There will be numerous work sessions held by the Commission over the next year. For ease of scheduling, it would be desirable to set a specific date or dates for a work session each month. Work sessions would be held in the 3rd floor conference room at the Municipal Building. I would suggest setting one work session on the Monday before the regular Planning Commission meeting, and the other work session on the fourth Monday, fourth Wednesday or fourth Thursday. For the last Comprehensive Plan update all of our work sessions were held during the day.
2. Public information meetings and public hearings. Public meetings will be held throughout the year, and these should be evening meetings that could be held at the Stryker Building or at the Community Building. I anticipate that our

first public information meeting would be held in March, and we would review our past Comprehensive Planning efforts, the status of the recommendations made in the 1998 Comprehensive Plan, and an overview of the major planning issues identified by the Commission. We may want to use a more "interactive" meeting format instead of the standard public hearing format.

PLANNING COMMISSION ACTION NEEDED

To decide on work session dates for the Comprehensive Plan update in 2004.

A handwritten signature in black ink that reads "Reed T. Nester". The signature is written in a cursive, flowing style.

Reed T. Nester, AICP
Planning Director